



Arizona Board of Osteopathic Examiners In Medicine and Surgery

9535 E. Doubletree Ranch Road, Scottsdale, AZ 85258

Ph : 480-657-7703 | Fx: 480-657-7715 | www.azdo.gov | questions@azdo.gov

Frequently Asked Questions: License Renewal & CME

1. How many CMEs do I need to maintain my license?

In order to maintain a license to practice osteopathic medicine in the state of Arizona, you are required to obtain twenty (20) hours of Board approved CME in each of the two years preceding license renewal (A.R.S. § 32-1825(B)).

CME must include at least twelve (12) hours of Category 1-A activities sponsored by an AOA accredited Category 1 CME sponsor. CME may also include no more than eight (8) hours of CME activities sponsored by an accredited AMA or ACCME provider and certified by the accredited provider as AMA PRA Category 1 credit.

During the first year a physician is licensed, the physician may fulfill twenty (20) hours of the CME requirement by participating in an approved residency, internship, fellowship or preceptorship. Contact the American Osteopathic Association (AOA) for specific 1-A program certification. You can review the CME Guide for Osteopathic Physicians published by the AOA at www.osteopathic.org.

2. Is the Board notified when I complete CMEs?

No. The program sponsor is not required to notify the Board.

3. Who tracks my CME?

The Board holds the physician responsible for his/her own recordkeeping. If CME certificates are sent to the Board when they have not been required by renewal, the certificates are not retained in the physician's file.

4. I am still in a Postgraduate Training (PGT) Program. Do I still have to complete CMEs?

Possibly. If you were licensed for the first time this year and the "renew by date" found on your profile on our website (use Doctor Search at www.azdo.gov) is December 31st of the current year, you can count your postgraduate training as twenty (20) hours of category 1-A CMEs (the required amount for one year of licensure) at the time you renew your license. If you have been licensed for more than a year and you have already used your postgraduate training for CME in a renewal cycle, you must obtain the required twenty (20) hours per year of CME in addition to your postgraduate training.

5. When do I renew my license?

Your "renew by date" can be found on your profile on our website (use Doctor Search at www.azdo.gov). For your initial license you are required to renew by December 31st in the same year you are licensed. Renewal notices are sent in late October. The Board will begin accepting renewal applications on or about November 1st. After the first year's renewal, you will be required to renew your license every other year. Please check your profile using the Doctor Search feature on our website for verification of your "renew by date".

6. What happens if I do not renew by December 31st?

There is a grace period for physicians to renew their license. If you do not renew by midnight December 31st, submit your renewal by midnight January 31st to avoid any penalty fees.

7. What happens if I do not renew by January 31st?

After January 31st, you are required to pay a late fee of \$175.00 in addition to the renewal fee. You have until April 30th to complete late renewal.

8. What happens if I do not renew before May 1st?

The four (4) month grace period for renewal ends. Your license will expire on May 1st. Renewal is no longer an option nor is “re-instatement.” You cannot practice medicine in Arizona and you must re-apply for a new license if you wish to practice medicine in Arizona. It may take up to six (6) months to complete the application process. There is no guarantee of re-licensure. If you have not been in continuous clinical practice for the last seven (7) consecutive years, you may need to complete re-entry into practice requirements in addition to those stated in the application. If this applies to you, please review the re-entry into practice procedures on the website under “For DOs > New License Application”.

9. How do I renew my license?

On or about November 1st, the Board will post the links to the Online Renewal system and the paper forms. Renewal applications will be accepted beginning November 1st. The easiest and fastest way to renew is online using the Online Renewal form at www.azdo.gov > For DOs > Online License Renewal. At the end of the Online Renewal form, you will be required to pay your renewal fee by credit card. We accept Visa, MasterCard and American Express. The fee is the same for Online and paper renewals.

You can also renew by printing and completing the two page paper renewal form on our website and mailing the completed renewal form with your check, money order or credit card payment form or faxing the completed renewal form with a credit card payment form to the Board. Please note it may take up to thirty (30) days to process your paper renewal. Paper applications are processed in the order in which they are received.

10. How much does it cost to renew my license?

The biennial renewal fee is \$636. There is no proration of the fee or any refund even if you move out of state or stop practicing for any reason. If you renew during the late renewal period, after January 31st, there is an additional late fee of \$175.00. Fees are the same for online and paper renewal applications.

11. What does “CME audit - YES” mean on my renewal notification?

The Board randomly selects a percentage of renewal applicants for an audit of CME a physician has completed to comply with the license renewal requirement. If you renew online, the CME Audit page will automatically present after step #2. You are required to provide a list of all CME hours completed for each year for a total of twenty (20) hours per year. If mailing your renewal, you must complete the CME Audit/Extension Form which is available at www.azdo.gov.

You must send copies of your certificates or a copy of your AOA CME Activity Report with the completed CME Audit/Extension Form if you are audited or if you request an extension. Your license will not be renewed until your compliance with the CME requirement is fully documented.

12. Can the CME requirement be waived?

In some cases, yes if the request for waiver is filed by January 30th. Please use the CME Waiver request form found on our website. The Board decides each waiver request individually.

13. If I do not have my CME completed by December 31st, what do I need to do?

You must file a Request for Extension of Time to Comply with CME Requirement form no later than January 30th. By filing the request, you have until April 30th to complete the required CME. Please use the Request for Extension of Time to Comply with CME Requirement form found on our website.

14. If I have an extension and I complete more CME hours than required, can I apply the rest of the hours to my current year requirement?

Yes. You can apply any extra hours. But, if you apply the same hours to two renewals, you may be in violation of statute and the Board may take disciplinary action against your license.

15. Where exactly can I find the forms I need on the Board's website?

The forms are only available online from November 1st to May 1st. If between these dates, go to www.azdo.gov. To renew online, use the "For DOs" selection in the menu on the left side and click on the **On-line License Renewal** button in the drop down menu. For paper renewal, click on the Paper License Renewal button in the drop down menu. A list identifying all renewal forms will be displayed. Click on the hyperlinked name of the form you need. The form will open as a PDF.

If you have trouble opening the PDF, you most likely need to update your Acrobat Reader. Many of the PDFs are set up for you to be able to type in the fields before printing. However, the paper renewal form only allows typing on the first page. The second page of the form must be completed by the renewing physician and signed. This is not a requirement with the Online Renewal System.

16. How will I know if the Online Renewal worked?

Once the Online Renewal is completed, your profile on our website is updated within the hour. Please use the Doctor Search feature on our website to view your profile and verify your license has been renewed. If the "renew by date" is not two years from the date of your last renewal, please call or email the Board office. Please note, if you have been noticed for CME Audit, your license will not be renewed until your compliance with the CME requirement is fully documented.

17. If I do not renew, what are my options?

If you do not renew your license, your license will expire on May 1st. After May 1st you will receive a letter from the Board stating your license has expired. If you have ceased practicing in Arizona, there is no penalty or adverse action if you allow your license to expire.

If you choose you can also write a letter and request the Board cancel your license. It will be cancelled immediately if you are not the subject of a Board investigation or disciplinary proceeding. You will no longer receive renewal reminders from the Board once your license has been cancelled.

To report the death of a physician licensed in Arizona, please send the Board a copy of the death certificate for verification purposes. The license will be cancelled immediately. No further renewal reminders will be sent.

**Contact the Board directly with all other questions
Email: questions@azdo.gov or Phone: 480-657-7703**